

BY ORDER OF THE COMMANDER



SAFB INSTRUCTION

23-101

22 March 2000

Supply

PERSONNEL OUTPROCESSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 82 LS/LGSS (Mr. Carter)
Supersedes SAFBI 23-101, 14 Mar 95

Certified by: 82 LS/LGSS (MSgt Brown)
Pages: 3/Distribution: F;X
HQ AETC/LGSP

This instruction establishes base policy and procedures to ensure permanent party personnel who have incurred supply obligations have cleared those obligations with Base Supply prior to departing Sheppard AFB, TX. This instruction applies to all tenants, but does not apply to geographically separated units.

Summary of Revisions

This following revisions are included in this instruction: Office symbols are changed throughout as follows: 82 LG/LGS to **82 LS/LGSS**, Materiel Management (82 LG/LGSM) to Customer Support (**82 LS/LGSSM**); Para 1. **deleted** “or an AF Form 538, Personnel Clothing and Equipment Record; Para 3.2. **deleted** “AF Form 538; Para 3.3. **deleted** “AF Form 538”; Para 3.4. **deleted**; Para 3.5. **renumbered to 3.4**; Para 3.6. **renumbered to 3.5**; Para 3.7. **renumbered to 3.6**; Para 4.1. **deleted** “Base Service Store/Tool Issue Center (BSS/TIC), identaplate listings.” and “AF Forms 538”; Para 4.3. **deleted** “and AF Forms 538”; Para 6. **Deleted** “AF Form 538, Personnel Clothing and Equipment. Instruction was previously **STCR 67-1**, 15 Dec 92. It was revised to reflect current series and number on 14 Mar 95. A star “★” indicates revision.

Section A - Responsibilities

1. All departing personnel with supply obligations must clear or satisfy them with Base Supply prior to their scheduled final outprocessing date. After an individual has cleared through Base Supply, they will hand carry a Base Supply clearance letter(s) to Military Outbound Assignments (82 MSS/DPMAO), or Military Separations (82 MSS/DPMAR), as applicable. Departing

personnel will not be allowed to final outprocess until one of these documents has been received by 82 MSS/DPMAO or DPMAR.

2. Squadron commanders, Officers In Charge (OICs), and functional supervisors will:

2.1. Ensure their personnel have resolved all obligations to Base Supply no later than seven workdays prior to their scheduled outprocessing date, when possible.

2.2. Ensure that a new equipment custodian has been appointed when necessary. The new custodian should be trained and equipment accountability transferred no less than 30 days prior to the former custodian's departure.

2.3. Assume responsibility for the equipment account when the assigned monitor leaves the squadron (Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), retiring, or separating) or is gone from the squadron for an extended time (lengthy leave, hospitalization, Temporary Duty (TDY), etc.). A new custodian should be appointed and trained, an inventory of the account performed, and the account accepted and signed for by the new custodian as soon as possible.

★2.4. Upon notification from the Chief of Supply (82 LS/LGSS), that an individual failed to clear their supply obligations prior to final outprocessing, commanders will assume responsibility for any remaining open supply obligations.

3. Chiefs of the Military (82 MSS/DPM) and Civilian Personnel Flights (82 MSS/DPC) will:

★3.1. Provide listings to Customer Support (82 LS/LGSSM), no later than 30 days in advance, of any scheduled permanent party military personnel moves due to PCS, PCA, separation, or retirement.

★3.2. Not allow personnel to outprocess until a SAFB Form 40, **Civilian Employee Clearance Record**, or a Base Supply clearance letter, has been received.

★3.3. Ensure 82 MSS/DPMAO or DPMAR retain the suspense copy of the Base Supply clearance letter in the individual's Field Relocation Folder until a Base Supply clearance letter relieving the individual of supply obligations has been received.

★3.4. Ensure that non-flying personnel have a Base Supply clearance letter on file prior to outprocessing.

★3.5. Ensure that civilian personnel have an SAFB Form 40 on file prior to outprocessing.

★3.6. Ensure that 82 MSS/DPMO, DPMAR, and the Civilian Personnel Separations/Retirements Section (82 MSS/DPCSA), **do not** final outprocess personnel who have not cleared their supply obligations.

★4. The Chief of Supply (82 LS/LGSS) and Customer Support (82 LS/LGSSM) will:

★4.1. Ensure that personnel departure notices received from 82 MSS/DPM are screened by 82 LG/LGSM against the active Custodian Accounts/Custodian Receipt Listings (CA/ CRLs), AF Forms 1297, **Temporary Issue Receipts**, and the mobility bag taskings.

4.2. Ensure that Base Supply clearance letters are sent to the commanders of outprocessing personnel who have supply obligations and that a suspense copy is provided to 82 MSS/DPMO or DPMAR, as applicable.

4.3. Ensure that Base Supply clearance letters are completed for all departing permanent party military personnel and forwarded to 82 MSS/DPMO or DPMAR, as applicable, no later than seven days prior to their scheduled final outprocessing date.

4.3.1. For military personnel retiring or separating: Two copies of the clearance letters must be forwarded to 82 MSS/DPMAR.

5. Civilian Outprocessing (82 MSS/DPC) will:

5.1. Determine whether each outprocessing employee has any Base Supply obligations.

5.2. Ensure immediate supervisors certify on a SAFB Form 40 when there are no supply obligations for their employees outprocessing.

5.3. Coordinate with Base Supply to ensure that all outprocessing employees' supply obligations have been met and a SAFB Form 40 has been signed.

★5.4. Notify and provide the departing employee's name and organization to 82 LS/LGSSM when an employee fails to clear Base Supply before their scheduled departure date.

Section B - Forms Prescribed

6. AF Form 1297, Temporary Issue Receipt; SAFB Form 40, Civilian Employee Clearance Record.

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